



Activity at Height Policy

All Saints' Church, Walsoken

Please refer to Church document H&S_Doc_001 for all General Health & Safety requirements

Specific Policy

This Health & Safety (H&S) sub-policy controls activity at height at church

Volunteers and contractors (which includes their subcontractors) and the person arranging the activity at height (any height where the feet are higher than 2m standing above the fall distance) must ensure that the work is adequately planned, supervised and undertaken so that, so far as is reasonably practicable, it is safe. Planning must address emergencies and rescue. Any activities at height outside must only be permitted when weather conditions do not jeopardise the health or safety of those involved in the activity.

Reference Documents

The Health and Safety at Work Act 1974

The Work at Height Regulations 2005

Health and Safety Executive's information LA455

Procedure

Work at heights are activities where people's feet go higher than 2m and takes longer than 30 minutes to complete, the Church safety view concerning the use of ladders in that case is "Ladders are used to get to that activity where other safety controls are in place".

It is understood that for "Small jobs" a ladder may seem the most convenient, however it may not be the safest. "Small jobs" are where the activity at height, repair, installation, decoration etc. takes less than 30 minutes.

For activities of longer duration than 30 minutes at height other suitable equipment and PPE may be required. In these situations, it's most likely that a contractor will be used. When a contractor is used their risk assessment takes priority.

For small jobs there must be no activity at height working alone.

Select the correct ladder for the task, see Diagram 1. All ladders must be stored securely.

The ladder must be used in accordance with diagram 2

Forms

None

Diagrams

Diagram 1: Select the correct ladder for the task

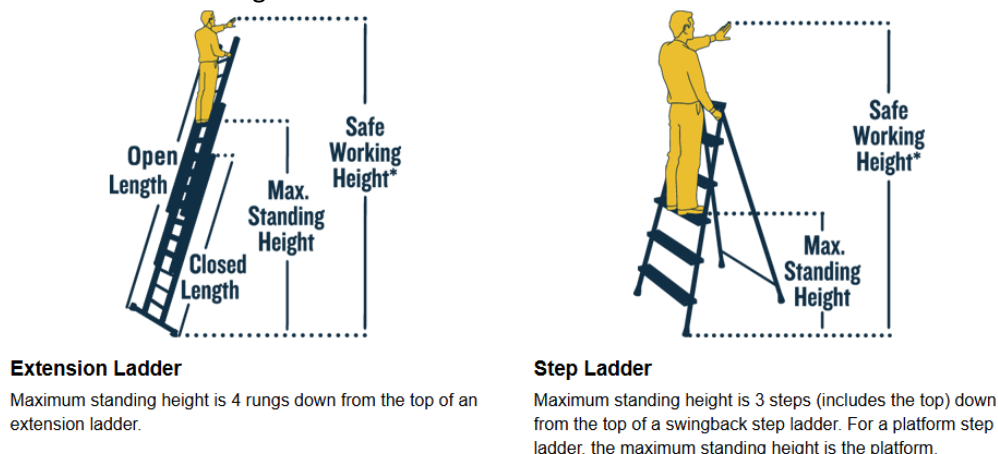


Diagram 2: Correct use of a ladder

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LADDER SAFETY

1. Select the correct sized ladder for the task.

2. Look out for overhead obstructions.

3. Use proper lift and carry techniques when moving ladders.

4. Inspect carefully for physical defects before each use, rungs must be free of grease or oil.

5. Do not move or shift ladder while a person or equipment is on the ladder.

6. Do not carry objects when you are ascending or descending a ladder.

7. When climbing up or down, always face the ladder, keep your body between the rails at all times.

8. Place the ladder on a solid surface, do not stack on top of objects to gain height.

9. Only one person is allowed on a ladder at one time.

10. Do not place the top of a ladder against a window or an uneven surface.

11. Never stand on the top rung or over-reach when working from a ladder.

12. Always follow manufacturer's instructions.



THINK SAFETY

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Appendices

Appendix 1: When can a ladder be used?

The law says that ladders can be used for work at height when an assessment of the risk for carrying out a task has shown that using equipment offering a higher level of fall protection is not justified because of the low risk and short duration of use, or there are existing workplace features which cannot be altered.



Short duration is not the deciding factor in establishing whether use of a ladder is acceptable – you must have first considered risk. As a guide, if your task would require staying up a leaning ladder or stepladder for more than 30 minutes at a time, it is recommended you use alternative equipment.

You should only use ladders in situations where they can be used safely, eg where the ladder will be level and stable, and can be secured (where it is reasonably practicable to do so).

Appendix 2: Angling the ladder correctly



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Appendix 3: Ladder checks before use

- **the stiles** – make sure they are not bent or damaged, as the ladder could buckle or collapse;
- **the feet** – if they are missing, worn or damaged the ladder could slip. Also check the ladder feet when moving from soft/dirty ground (eg dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (eg paving slabs), to make sure the actual feet and not the dirt (eg soil, chippings or embedded stones) are making contact with the ground;
- **the rungs** – if they are bent, worn, missing or loose, the ladder could fail;
- **the locking mechanism** – does the mechanism work properly? Are components or fixings bent, worn or damaged? If so, the ladder could collapse. Ensure any locking bars are fully engaged;
- **the stepladder platform** – if it is split or buckled, the ladder could become unstable or collapse;
- **the steps or treads on stepladders** – if they are contaminated, they could be slippery; if the fixings are loose on the steps, they could collapse.

Note: For further guidance see Health and Safety Executive's information LA455